



POSITION ANNOUNCEMENT

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Acting State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

DIVISION OF SPECIAL EDUCATION/EARLY INTERVENTION SERVICES
INTERAGENCY COLLABORATION BRANCH

December 2, 2016

POSITION TITLE:	Education Program Specialist I, Special Education Program Access & Equity Specialist
POSITION NUMBER:	040204 (JobAps #16-005055-0021)
SALARY:	State Salary Grade 21 Annual Salary Range: \$60,543 - \$97,203
LOCATION:	200 West Baltimore Street Baltimore, MD 21201
NATURE OF WORK:	This is a professional position that serves as a Program Specialist in the delivery of training and technical assistance to Local School Systems (LSS) and individual schools to improve conditions for learning for students with disabilities on behalf of the Maryland State Department of Education (MSDE), Division of Special Education/Early Intervention Services (DSE/EIS). This position serves as a technical expert responsible for providing oversight and support related to access and equity for students with disabilities.
DUTIES AND RESPONSIBILITIES:	Provides information, training and technical assistance to local school systems, schools and service providers in the areas of school climate, classroom management, student behavior, and discipline for students with disabilities birth to 21. Includes professional learning and support to LSS in Positive Behavioral Interventions and Supports (PBIS), Social Emotional Foundations of Early Learning (SEFEL), Functional Behavior Assessments, Behavior Intervention Plans (BIP), Evidence Based Practices and interventions identified to meet the needs of Maryland's students. In addition, data collection, analysis, and general program development activities will be required to sustain existing SEFEL/PBIS infrastructures and to build new systems of support to improve behavioral supports and services, school climate, classroom management and behavior for students with disabilities.
MINIMUM QUALIFICATIONS:	<p><u>EDUCATION:</u> Master's Degree or equivalent 36 post baccalaureate course work in Special Education, Education Administration/Supervision or Education related field.</p> <p><u>EXPERIENCE:</u> Four (4) years of professional experience in or affiliated with special education programs or services directly related to the position. Experience in the areas of evidence based practices for children on the autism spectrum and early intervention for students with autism and other developmental disabilities preferred.</p> <p><u>NOTE:</u> Two additional years of experience as defined may substitute for the Master's Degree.</p>
ESSENTIAL REQUIREMENTS:	Knowledge of State and federal laws, regulations, policies, and issues affecting children with disabilities and their families; skill collecting, analyzing and interpreting data for program improvement; ability to manage multiple tasks; ability to interpret and apply pertinent laws and regulations; ability to establish and maintain working relationships; ability to communicate clearly and effectively both orally and in writing, through the presentation of concise yet comprehensive training, analyses and reports.

AFFIRMING EQUAL OPPORTUNITY IN PRINCIPLE AND PRACTICE

PROCEDURE FOR APPLICATION:

To apply for this position online go to [MSDE Jobs on JobAps](http://marylandpublicschools.org) (or complete an MSDE Application on marylandpublicschools.org). On-line applications (and resumes) are the preferred method for receiving your application/attachments. Using this method will allow applicants to access their documents for future recruitments for which they apply and verify that the appropriate documents (resume-credentials) have been attached to the recruitment that requires them. Applicants must include their resume and provide sufficient information on the application to document that they satisfy the minimum qualifications for this recruitment. Please do not put "See Resume" in the job duties section of your application; your application will not be considered.

If you utilize fax or regular mail as the option to submit required attachments, you will need to resubmit these documents each time you apply for a new position that requires the attachments. Additionally, you must include the following information on each page of the attachment you submit in order to ensure that we append the attachments to the correct recruitment: First and Last Name, Recruitment Number, and the last 4 digits of your SS# and indicate application for - **Education Program Specialist I, Access & Equity Program Specialist #040204, JobAps #16-005055-0021**. Mailing Address: Maryland State Department of Education, Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201. Fax: 410-333-8950 – This fax number is for Department of Education recruitment actions only.

If you have difficulty with your user account or have general questions about this online application system, please contact the MD Department of Budget and Management, Recruitment and Examination Division at 410-767-4850. For inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at <http://www.marylandpublicschools.org/>.

Appropriate accommodations for individuals with disabilities are available upon request.

CONDITIONS OF EMPLOYMENT:

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and *travel throughout the state are required*. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

CLOSING DATE:

Applications should be received by December 16, 2016 – Open Until Filled.